

Delta Sigma Theta Sorority, Inc.

Leesburg Alumnae Chapter

Chapter #0589

P.O. Box 491856

Leesburg, Florida, USA 34749-1856

<http://www.lacdst.com/>

Policies and Procedures

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INTRODUCTION

The Policies and Procedures for the Leesburg Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (Herein referred to as the chapter) shall be in accordance with the National Constitution and Bylaws wherever applicable to Chapters except those identified herein. All chapters of Delta Sigma Theta Sorority, Inc. are governed by the State Statutes and Laws, Corporate Charter and Articles of Incorporation, Constitution and Bylaws, Chapter Policies and Procedures, Rules of Order Form, and Robert's Rules of Order. All matters not covered by the Constitution and Bylaws and other governing documents of the Sorority shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

Administrative Resources and Tools (listed alphabetically)

Brand Guide, Chapter Management Handbook, Code of Conduct, Delta Technology Guidelines (DTG), Delta Style Guide, Fiscal Officers Manual, Internal Audit Manual, Membership Intake Program Documents (e.g., Administrative Procedures for Membership Intake, Membership Intake Program, Pyramid Study Guide), Protocol and Traditions Manual, and The Ritual.

Each chapter develops its unique Rules of Order and Policies and Procedures that officially disseminates the rules of conduct or procedures of members. These policies and procedures are specific to the Leesburg Alumnae Chapter and they describe the manner in which our chapter operates. Chapter Policies and Procedures include areas not covered by the Constitution and Bylaws and other governing documents of the sorority. They attempt to solve problems, make wise decisions and maintain control to manage chapter affairs.

It is important to note that a **“policy”** states what must be done. A **“procedure”** describes how, when, and by whom something is to be done.”¹

ARTICLE I: CHAPTER INFORMATION

Section 1: Name/Location/Number

- A. The chapter shall be called the Leesburg Alumnae Chapter
- B. The chapter shall be located in the state of Florida
- C. The Leesburg Alumnae Chapter is assigned to the Southern Region of the Sorority
- D. The chapter number is 0589

Section 2: Service Area

- A. The Leesburg Alumnae Chapter serves Lake and Sumter Counties.

Section 3: Contact Information

- A. Mailing address: P.O. Box 491856, Leesburg, FL 34749-1856
- B. Website: www.lacdst.com
- C. Email address: lacdst1977@gmail.com
- D. Chapter Social Media Accounts: facebook.com/LeesburgDST, instagram.com/leesburgflalumnae_dst

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES

The ruling authority of the chapter will be the Grand Chapter of Delta Sigma Theta Sorority, Inc. Locally the chapter will be governed by the elected officers, elected positions and appointed positions.

Section 1: Executive Committee

- A. The Executive Committee shall be comprised of the following officers: President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer.
- B. The President shall serve as chairperson of the committee.
- C. The President shall develop the agenda and the Recording Secretary shall prepare the agenda for the Executive Committee.
- D. Shall meet at the call of the President or at the request of a majority of Executive Committee members.
- E. Shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.

Section 2: Executive Board

- A. The Executive Board is composed of all elected officers, chairpersons of the chapter standing committees, elected and appointed positions as specified in the Chapter Management Handbook.
- B. Special Committee Chairs, Sub-Committee Chairs and Ad Hoc Committee Chairs do not have a vote on the executive board. They may attend and present at Executive Board meetings at the request of the President.
- C. The executive board consists of the following:
 - 1. **President (Chair)**
 - 2. **Vice President**
 - 3. **Recording Secretary**
 - 4. **Corresponding Secretary**
 - 5. **Treasurer**
 - 6. **Financial Secretary**
 - 7. **Assistant Financial Secretary**
 - 8. **Assistant Treasurer**
 - 9. **Chair of the Internal Audit Committee**
 - 10. **Chair of the Nominating Committee**
 - 11. **Chaplain**
 - 12. **Sergeant-at-Arms**
 - 13. **Parliamentarian**
 - 14. **Journalist**
 - 15. **Historian**
 - 16. **Emergency Response Coordinator**
 - 17. **Immediate Past President**
 - 18. **Chairs/Co-Chairs of the Standing Committees**
- D. Is responsible for general management of chapter affairs between business meetings.
- E. Makes recommendations to the body on committee reports for action.
- F. The immediate past president is a member of the executive board.

Section 3: COMMITTEES

A. Standing

1. Performs a continuing task related to chapter operation and remains in existence throughout the sorority year.
2. The Standing Committees of the chapter are:
 - a. Executive Committee
 - b. Executive Board
 - c. Arts and Letters
 - d. Budget and Finance
 - e. Emergency Response
 - f. Fundraising
 - g. Heritage and Archives
 - h. Communications and Public Relations/Technology
 - i. Internal Audit
 - j. Membership Services
 - k. Nominating Committee
 - l. Policies and Procedures
 - m. Program Planning and Development
 - a. Economic Development
 - b. Educational Development
 - i. Delta GEMS
 - ii. Adopt a School
 - iii. Special Olympics
 - c. International Awareness and Involvement
 - d. Physical and Mental Health
 - e. Risk Management
 - n. Protocol and Traditions
 - o. Ritual and Ceremonies
 - p. Scholarship
 - q. Social Action

B. Special

1. These committees are established by the President to focus on a specific area or project as needed. Such committees would only be established when a standing or appointed committee could not execute the needed duties.
2. When the task is done, the committee's business is considered complete, and the committee is dismissed.
3. Special/Ad-Hoc Committee Chairs may attend Executive Board meeting at the request of the President.
4. The Special/Ad-Hoc Committees of the chapter are:
 - a. Elections
 - b. Minerva Circle
 - c. Founders Day
 - d. May Week

ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS

Section 1: Duties and Responsibilities of Elected Officers

A. PRESIDENT

1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter.
2. Officially represents the chapter.
3. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after the National Convention or Regional Conference.
4. In the event the President and Vice President are unable to serve as delegate and/or alternate to National Convention or Regional Conference the chapter will follow the order of succession as outlined in the Policies and Procedures.
5. Oversees Chapter Operations.
6. Oversees and adheres to the responsibilities of the President in the current Fiscal Officers Manual.
7. Leads ritualistic services and ceremonies.
8. Appoints all Chairs, Co-Chairs and committee members unless designated by election or the chapter Policies and Procedures.
9. Fills vacancies according to the "Filling Vacancies" section.
10. Ensures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines.
11. Reviews and approves all chapter communications, publications, etc.
12. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees.
13. Serves as chair of Executive Committee (EC) and Executive Board (EB).
14. Signs all contracts for the chapter.
15. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members.
16. Ensures the chapter operates under an approved budget.
17. Is one of three persons authorized to sign all Purchase Order's (PO's), reimbursement Vouchers and checks (except her own check).
18. Serves as member of the Budget and Finance Committee.
19. Serves as ex officio member of chapter committees, except the Elections Committee (when she is a candidate), Nominating Committee and Internal Audit Committee.

20. Serves as a member of the Minerva Circle by virtue of position.
21. Reviews the Internal Audit report prior to the Internal Audit Chair submitting in the Red Zone by the due dates.
22. Completes and signs and ensures that all Fiscal Officers have completed and signed the Acceptance of Fiduciary Responsibility Form and keeps them for as long as they are in that office and she is President. Submits the forms to Grand Chapter via the Red Zone.
23. Votes only in matters of secret ballot and/or to break a tie vote.
24. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual and as directed by Grand Chapter.

B. VICE PRESIDENT

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President.
2. Serves as Chair of Membership Services Committee.
3. Assists the President in appointing program chairpersons
4. Serves as a member of Executive Committee and Executive Board
5. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
6. Serves as Leader of the Minerva Circle
7. Maintains a non-financial list of sorors for the purpose of reclamation
8. Coordinates all membership activities as mandated by National Membership Services Committee
9. Coordinates with the Financial Secretary the membership of new sorors entering the Chapter
10. Records and acknowledges 25 and 50 years membership in Delta Sigma Theta
11. Makes a special effort to see that the Chapter gives attention to the or integrating newly graduated sorors into alumnae Chapter programs and procedures

C. RECORDING SECRETARY

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings.
2. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting.
3. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting or if applicable posted in the Members Only section of the chapter website.
4. Responsible for accurate records of attendance at chapter and Executive Board meetings.
5. Records all chapter votes.
6. Obtains, maintains and secures all minutes and committee reports in a permanent media of record.
7. Ensures chapter adheres to document retention policies.
8. Serves as the custodian of all of the chapter's records.
9. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.

D. CORRESPONDING SECRETARY

1. Assists the President with the official correspondence of the Chapter.
2. Reads correspondences to membership.
3. Sends meeting notices to membership.
4. Picks up the mail weekly from chapter's post office box and makes President aware of all incoming correspondence.
5. Advises chapter President of all correspondence received before distributing to chapter officers and committee chairs.

6. Distributes committee correspondence to appropriate Chair or designee.
7. Provides a log of National, Regional, State and Local correspondence at Executive Board meetings and to members at business meetings.
8. At the direction of the president, sends written notice at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director.
9. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder.
10. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.

E. FINANCIAL SECRETARY

1. Adheres to responsibilities of the Financial Secretary role in the Fiscal Officers Manual.
2. Receives, issues receipts for and keeps records of all income and related funds to the Chapter.
3. Coordinates with the Treasurer to ensure that all receipts for funds collected are deposited within two (2) business days.
4. One of three persons authorized to sign bank checks. Position does not sign her own check.
5. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report.
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting. This report will reflect a summarization of all income received for the period excluding interest.
7. Notifies Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of dues collection.
8. Serves as member of Budget and Finance committee.
9. Serves as a member of the Minerva Circle.
10. Notifies the Chapter President regarding any lapse of eligibility of chapter officers, appointed/elected positions, committee chairs and committee members.
11. Transacts all business in Executive Board or, sorority meetings (including writing checks), or special business meetings at the request of the President.
12. Prepares the roster of financial chapter members.
13. Completes and signs the Acceptance of Fiduciary Responsibility Form.
14. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair.
15. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.

F. TREASURER

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual.
2. Monitors expenditures of the Chapter budget
3. Is one of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers and checks (except her own check).
4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses.
5. Serves as keeper of chapter funds and accounts for all income and expenditures.
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
7. Balances monthly bank statements and merchant and/or electronic payment system accounts.

8. Serves as Chair of the Budget and Finance Committee.
9. Disburses and processes chapter expense vouchers for reimbursement.
10. Works closely with Financial Secretary to ensure all financial records are accurate.
11. Deposits all funds within two (2) business days of receipt by the Financial Secretary.
12. Notifies individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check.
13. Ensures the bookkeeping policies are followed as outlined in the current Fiscal Officers Manual.
14. Transacts all financial business in Executive Board or sorority meetings (including writing checks), or special business meetings at the request of the President.
15. Checks relevant budgets prior to issuing checks.
16. Ensures voucher process is used for disbursement of funds.
17. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment.
18. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair.
19. Ensures all fiscal officers are bonded.
20. Completes and signs the Acceptance of Fiduciary Responsibility Form .
21. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter.

G. ASSISTANT TREASURER

1. Performs all duties of the office of Treasurer except for signing checks and depositing funds, at the request of, in the absence of, or upon the resignation or incapacitation of the Treasurer.
2. Serves as a member of the budget and finance committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form.
4. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter.

H. ASSISTANT FINANCIAL SECRETARY

1. Performs all duties of the office of Financial Secretary except for signing checks and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the Financial Secretary.
2. Serves as a member of the budget and finance committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form.
4. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter.
5. Attends finance training workshops and webinars.

Section 2: Duties and Responsibilities of Appointed Positions

**** Must be an appointed position only**

A. Parliamentarian **

1. Advises, upon request of the Chapter President, other officers, committees and member on matters of parliamentary procedures according to Grand Chapter's Constitution and Bylaws, the chapter's Policies and Procedures and current edition Robert's Rules of Order Newly Revised.
2. Serves as member of the Policies & Procedures committee.

B. Chaplain **

1. Sets the spiritual tone of the meeting when so requested.
2. Serves in this capacity at other gatherings at the request of the President.
3. Fulfills the role outlined in the Ritual for chapter meetings and ceremonies.
4. Participates in Omega Omega services.
5. Must keep accurate record of deceased members of the chapters for reports to Grand Chapter.

C. Emergency Response Coordinator **

1. The Emergency Response Coordinator chairs the Emergency Response Committee.
2. Maintains sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates.
3. Develop, document, and execute a strategic plan that anticipates emergency situations in which members of the chapter might find themselves and proactively prepares sorors to survive such situations.
4. Adhere to the guidelines and instructions in the Emergency Response Toolkit.

D. Sergeant-At-Arms **

1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies.
2. Assists President in keeping order at all times.
3. Supervises admittance of all persons to chapter meetings.
4. Guards against intrusion.
5. Ensures the chapter, members and visitors adhere to the guidelines of the current Protocol and Traditions Manual upon entry to meetings and ceremonies.
6. Notifies the Recording Secretary of the determination of a quorum.

E. Historian**

1. Maintains an annual summary of all chapter activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts, as necessary.
2. Submits a written chronicle of the year's chapter activities to the chapter at the end of each fiscal year.
3. Maintains a list of chapter awards, certificates, etc.
4. Ensures that pictures are taken at all chapter activities, National Conventions, and Regional Conferences.
5. Displays the chapter scrapbook and other applicable items as requested and on special chapter occasions throughout the Sorority year.
6. Serves as Chair of Heritage and Archives.

F. Journalist **

1. Collects and disseminates timely information to the general public regarding the Chapter's community service and related activities that may be of interest to the public.
2. Advises the Executive Board on matters pertaining to strengthening public relations in the community.
3. Serves as chair of the Communications and Information/Technology Committee.

G. Custodian of Properties **

1. Properly stores and maintains in fine condition all ritual and chapter properties for use during chapter meetings and other sorority functions;
2. Maintains a written inventory of all chapter properties and submit an annual report to the President, with a copy to the Recording Secretary; and
3. Ensures that properties are available for meetings and other sorority functions as required.

H. Internal Audit Committee Members **

1. The committee shall consist of **2** members appointed by the President.
2. The committee audits the chapter's records in accordance with the procedures listed in the Internal Audit Manual.

I. Risk Management Coordinator**

1. Works with President and Committees to conduct Risk Management training for chapter members and volunteers when appropriate.
2. Identifies, obtains background checks and selects volunteers to work with participants of chapter youth programs when needed.
3. Monitors youth program activities to ensure planning is based on the four forms of Risk Management; reputation, emotional/psychological, financial and physical.
4. Ensures youth program activities consistently demonstrate the best interest of participating youth and Delta.
5. Ensures the chapter adheres to policies established in the Risk Management Manual.

J. Committee Chairs:

1. Works with the committee to carry out the programs of the Sorority's Five Point Programmatic Thrust
2. Facilitates and coordinate tasks to get the committee's work accomplished.
3. Submits a budget no later than February to the Budget and Finance Committee.
4. Prepares written committee reports to the EB for the committee to be placed on the agenda for chapter meeting.
5. Approves only budgeted committee expenses.
6. Signs all committed POs/Reimbursement Vouchers before forwarding to the President for signature, prior to any fund disbursement.
7. Ensures President signs all contracts and letters to external parties.
8. Advises the Treasurer of all vendor's payment requirements and timetables.
9. Ensures general liability insurance is secured for all programs or events attended by individuals that are not members of the chapter.
10. Submits all signed vouchers with receipts at Executive Board, Chapter meetings or special called meetings designated by the President.
11. Reconciles budget expenses before signing a committee member's PO/Reimbursement Voucher.
12. All committee meetings shall be open to the Chapter for attendance except for Nominating, Minerva Circle and Elections.
13. The Chair of each committee shall complete and submit to the Chapter President a written Evaluation Form at the end of the sororal year.
14. When applicable, ensures POs are processed prior to deadlines included with the PO.

Section 3: Duties and Responsibilities of Elected Positions

A. Nominating Committee Chair and Members

1. The committee will consist of one (1) Chairperson and four (4) members of the chapter.
2. Members of the Nominating Committee will be elected by a majority vote of the members present and voting at the time of chapter elections.
3. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, to create a slate of candidates.
4. The Chair and the members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the Nominating Committee

5. Members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.
6. Distribute the Call for Nominations and LAC Delta Profile Application form in January to be completed by members wishing to run for office or elected positions.
7. Notify the Elections Committee of the candidates' names for each elected office and elected position.

B. Internal Audit Committee Chair

1. The Chair is elected during the chapter election of officers.
2. Audits the chapter's records on a quarterly and annual basis in accordance with the procedures listed in the Internal Audit Manual.
3. Establishes a schedule for the year as to when the audit will be completed and when records will be collected.
4. The chairperson collects the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee.
5. The financial records should be returned to the fiscal officers as soon as possible, but before the next scheduled Executive Board meeting.
6. A draft of the audit report should be discussed with the fiscal officers before the Audit report is finalized.
7. The chairperson makes a report to the chapter of the summary audit findings and recommendations for improvements, if any.
8. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone in accordance with the Internal Audit Manual schedule.
9. The chairperson provides the Detailed Audit report to the Recording Secretary and make it available for review at the Executive Board and Chapter meetings.
10. If the services of a CPA are required, the chair will coordinate with the treasurer to provide the books to the CPA for the external Review or Audit.
11. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by the required deadlines outlined in the Internal Audit manual.
12. The chairperson reviews the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.
13. Performs other duties as noted in the Internal Audit Manual and as directed by Grand Chapter.

C. Minerva Circle

1. The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program.
2. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake.

Section 4: Term of Office

A. Limits of Office

1. Elected Chapter officers, elected chairs and positions shall be elected every two (2) years.
2. Internal Audit Chair, Nominating Committee Chair and Nominating Committee members can only serve one (1) term.
3. Chapter officers shall not serve more than two (2) consecutive terms in the same office.
4. One term equals two (2) years.
5. No member may hold more than one (1) elected office at a time, with the exception of being elected to the Minerva Circle.

B. Assumption of Office

1. Elected Chapter officers assume office on July 1 after being elected by a majority vote of the chapter.
2. Installation is not required to assume office. It is the election rather than the installation that confirms the member has been elected to the office.

C. Appointments

1. Appointed positions will serve terms per the authority of the President.
2. All Chairs, Co-Chairs and committee members unless designated by election or the chapter P&P are appointed by the chapter president.
3. Chapters may determine the methodology used to solicit members interest in serving on a committee. (i.e., Sign Up Sheet, Committee Application, Volunteers etc.)

D. Resignations

1. If any elected officer resigns, relinquishes or ends her duties before end of term the officer must deliver written resignation to the chapter president to be shared with the membership via e-mail and/or letter to chapter PO Box.
2. It is requested that all resignations or intent to resign be notified to the chapter president as soon as the resigning officer is made aware that a resignation is pending / forthcoming.
3. A transition meeting must occur with either the chapter president or her designee no later than one week after resignation. All areas of the transition of officers as outlined in the Chapter Management Handbook and chapter P&P must be fulfilled.

Section 5: Impeachment

A. Impeachment Process

1. The formal process used to charge, conduct hearings and remove elected chapter offices from office for misconduct while in office.
2. The impeachment process must be carried out in accordance with the Chapter Management Handbook.
3. Appointed committee chairs, appointed positions and members are removed by the Chapter President, not by impeachment.
4. Any elected officer or elected position who has been impeached is ineligible for election to any other chapter office.

Section 6: Filling Vacancies

A. Chapter Officers

1. When a vacancy occurs in the office of President, the second highest ranking officer (e.g. Vice President) shall become President to complete the unexpired term.

B. Other Positions

1. When vacancies occur in other elected officers or elected positions, they must be appointed by the President within no more than thirty (30) days.
2. The President can only appoint chapter members to elected offices or positions when the office or position is vacant due to a member not being elected during the chapter elections or due to an unexpected vacancy.
3. Only chapter members who meet eligibility requirements as defined in the chapter P&P for the office or position can be appointed to fill vacancies.
4. In the event the chapter President cannot fill the vacant office or position due to chapter member(s) not meeting eligibility requirements, or when no member is willing to serve, she will contact the Regional Director and request special dispensation to make an appointment.
5. In the event the chapter needs to hold a special election to fill a vacancy the Regional Director must be consulted and provide approval for all special elections for elected officers and elected positions.
6. The incoming president appoints any vacancies during an election year.

C. Minerva Circle

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.
2. In the event The Leader of the Minerva Circle position becomes vacant the president shall replace the LMC with a current trained member of the Minerva Circle.

D. Full Term Served

1. An officer elected or appointed position, committee chair, or committee member who has served more than half a term in an office is considered to have served a full term.

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: STANDING COMMITTEES

Committees consist of chapter members that are elected or appointed to consider, investigate, perform a task or oversee a project/program on behalf of the chapter.

A. Executive Committee

1. The Executive Committee shall be comprised of the following officers: President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer
2. The Chair of the Committee is the Chapter President.
3. The President shall prepare the agenda for the Executive Committee.
4. Meets at the call of the President or at the request of a majority of Executive Committee members.
5. Represents and responds on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.

B. Executive Board

1. The Executive Board is composed of all elected officers, elected positions, chairpersons of standing committees of the chapter and the immediate past president.
2. Is responsible for general management of chapter affairs between business meetings.
3. Makes recommendations to the body on committee reports for action.
4. Reviews proposed recommended amendments and revisions for Chapter and Policies & Procedures.

C. Arts and Letters

1. The Arts and Letters Committee promotes and supports cultural arts in the community and develops programs in accordance with the Grand Chapter's directions.

D. Budget and Finance

1. The Chair of the Committee may be the Treasurer and it is composed of about five (5) members, including the President, Financial Secretary, Assistant Financial Secretary, Assistant Treasurer, (Note: If Chapter Treasurer is not the chair of Budget and Finance Committee she must be elected. Please refer to Fiscal Officers Manual for the election guidelines of the Budget and Finance Committee Chair).
2. Any member of the current Internal Audit Committee shall not be a member of this committee.
3. Collect, review and, if necessary, revise all budgets submitted by chapter officers and committee chairpersons by March 31st.
4. Presents the annual operating budget for the ensuing fiscal year (prepared by the committee) to the chapter for approval by May of each sorority year.
5. Recommend general financial policies of the chapter.
6. Study and develop financial plans to strengthen the financial base of the chapter.
7. Ensure at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget.
8. Consider the financial needs of the chapter and recommend an increase of dues.
9. Distribute final copies of the approved budget for the upcoming year by the June business meeting.
10. Review budget quarterly.
11. Will meet within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year.
12. If an impromptu budget reallocation is necessary due to an additional request for funds or notification of unused allocated money, a meeting will be scheduled to reallocate funds.
13. Ensure the following schedule is maintained:

Leesburg Alumnae Timeline

MONTH	ACTION
February	Budget requests due to the Budget and Finance Committee from Chairpersons
April	Committee Meet to make Budget Recommendation
May	Operating budget for the ensuing year is presented at Executive Board and Chapter meetings for approval
August-June	Written Monthly Treasurer's report and Financial Secretary report will be presented at Executive Board and Chapter meetings
September	First budget reallocation, if needed: Chairpersons will complete beginning year committee financial evaluation prior to Budget and Finance Committee meeting. Treasurer prepares a report to present to chapter
January	Second budget reallocation, if needed: Chairpersons will complete mid-year committee financial report prior to January Budget meeting. The Budget and Finance committee will re-evaluate budget year to date and revise if necessary. Treasurer prepares mid-year report
June-July	Treasurer prepares year-end report. Books completed and turned over to Internal Audit Committee
July-August	Submit required reports to Grand Chapter for compliance and turn over to Internal Audit Committee

E. Emergency Response

1. The Emergency Response Committee shall maintain sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates.
2. Develop, document, and execute a strategic plan that anticipates emergency situations in which members of the chapter might find themselves and proactively prepares sorors to survive such situations.
3. Adhere to the guidelines and instructions in the Emergency Response Toolkit.

F. Communications and Information/Technology**

1. The Chair of the Committee is the chapter Journalist.
2. The Communications Committee maintains the chapter email distribution list and, will compile and update the chapter directory annually and, notify financial members with information regarding Omega Omega and other pertinent information when activated by the Chapter President.
3. Prepares press releases, distributes to the print and electronic media. (Star, Globe, and Call).
4. Prepares a newsletter periodically that will inform Chapter members of relevant activities and accomplishments of committees and members.
5. Obtains the services of a photographer and arranges for pictures to be taken of Chapter events.
6. Coordinates with Committee Chairs regarding newsworthy activities of their committees.
7. Sends pertinent Chapter news to Regional and Grand Chapter publications.
8. The committee is responsible for addressing the communication needs of the chapter and implementing best practices to meet media and technology needs.
9. Creates, edits and maintains the chapter's website and social media platforms (i.e. Facebook, Twitter, etc.);
10. Implements technological solutions that aid in the efficiency and effectiveness of the chapter.
11. Monitors recommendations and requirements from the National Technology Committee, as presented in the Delta Technology Guidelines, while working with the chapter's leadership for implementation.

12. Provides chapter members with passwords to access documents via the chapter's "Restricted Area" for the "Members Only" portal.
13. Audit the security of the website through the use of sophisticated anti-virus protection, firewalls, and application-based updates.
14. Manages and monitors the chapter's social media pages and accounts.

G. Fundraising

1. The Fundraising Committee plans, organizes and coordinates appropriate events to raise funds for chapter programs and projects.
2. The Chair of Fundraising may be a member of the Budget and Finance committee.
3. Present the proposed fundraising activities to the chapter for final approval at the **June** chapter meeting to include the projected fundraising goal for each activity, a complete event budget with potential profit/loss statement, and the total projection for the fiscal year in the recommendation of activities.
4. Jointly implement all fundraising activities involving other committees. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.
5. Chapters may not use funds raised from the public to give scholarships to the child of a soror in the chapter.
6. Financial Secretary or Assistant Financial Secretary must collect money on behalf of the fundraising committee.
7. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.
8. *Only cash, certified/cashier's checks or money orders will be accepted from individuals who are not members of the Leesburg Alumnae Chapter within five days of an event.*
9. *Ticketed Fundraising Events*
 - i. The organizing committee shall distribute the tickets and maintain a log indicating the ticket number(s) and number of tickets given to each member for sale. A copy of the log should be provided to the Financial Secretary before the event.
 - ii. All members will be issued tickets. Additional tickets will be available after funds are turned in.
 - iii. Members may collect money for tickets sold to their guests. All checks must be submitted to the financial secretary by the deadline date established for the event. The name of a chapter member should be on all guest checks submitted to the financial secretary.
 - iv. *This must be followed by a written report at the next chapter meeting. The committee organizing the fundraising event shall work with the finance committee to finalize the financial report of the fundraising event.*
10. *Non-Ticketed Fundraising Events*
 - i. For those events not involving the sale of tickets, members shall remit monies that they collect to the financial secretary. If the financial secretary is unavailable, said monies will be collected by the assistant financial secretary, treasurer or president.

H. Heritage and Archives

1. The Heritage and Archives Committee may prepare materials for exhibition at conferences and other activities and shall keep a scrapbook up to date, with documentary evidence of the activities of the Chapter.
2. The Chair of the Committee is the Historian

3. The Journalist serves as a member of the committee.
4. Maintain and dispose of chapter records according to Article VII.
5. Assist the Historian in the documentation of chapter history.
6. Gather, organize, store, and preserve records, documents, photos, etc.

I. Internal Audit

1. The Internal Audit Committee shall consist of a Chair, elected by majority vote of the members present and voting, and two (2) members appointed by the President to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President or members of the Budget and Finance Committee but should have some knowledge of the chapter fiscal operations and general accounting procedures (i.e., past financial officers and members with an accounting or financial background).
2. Immediate past fiscal officers may serve as either chair or member as long as they avoid reviewing transactions which they may have been party to.
3. The committee shall review the chapter's financial records quarterly
4. The committee shall verify the existence of and chapter adherence to the internal controls.
 - a. Verification of receipts for the period;
 - b. Verification of expenditures for the period;
 - c. Verification of 100% of member dues;
 - d. Verification of savings and checkbook balances;
 - e. Verification that accounts balances has been reconciled;
 - f. Assurance of the presence of expenditure documentation (receipts, vouchers, invoices, etc.);
 - g. Assurance of the adherence to budget line items;
 - h. Assurance of the adherence to separation of fiduciary responsibilities; and
 - i. Audit PayPal and all other electronic payments and receipts in accordance with mandates set forth in the National Internal Audit Manual
5. Adhere to all of the internal controls as outlined in the Internal Audit Manual.
6. The committee will document and recommend improvements to the internal controls to address any weaknesses.
7. The audit committee shall complete Form IAR-1 audit worksheets as part of the quarterly review process.
8. The Summary Audit report is to be read at the Executive Board meeting before it is read at the Chapter meeting as outlined in the Internal Audit Manual.
9. The Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings.
10. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone as outlined in the Internal Audit Manual.
11. The chairperson shall secure the books for the committee's audit of the 4th quarter transactions by the schedule outlined in the Internal Audit Manual.
12. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.
13. The treasurer shall obtain all documents and reports from the CPA by dates outlined in the Internal Audit Manual.
14. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by the dates outlined in the Internal Audit Manual.
15. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.

J. Membership Services

1. The Chair of the Membership Services Committee, who is the chapter Vice-President, shall be responsible for coordinating bonding and sisterhood activities to maintain chapter morale.
2. The committee shall coordinate reclamation programs.
3. The Committee is responsible for the hospitality and courtesies extended to members included in the chapter P&P and others at the approval of the chapter.

a. **Hospitality and Courtesies** The subcommittee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc.

i. The committee is also responsible for playing a key role in setting a hospitable environment, which welcomes a sisterly spirit to our members, sorors and guests at chapter meetings, Delta sponsored events, as appropriate and other activities as deemed by the President and/or Chairperson.

ii. The Hospitality and Courtesies Committee will work closely with the Information and Communications Committees to provide appropriate courtesies in a timely manner

iii. Prices may fluctuate according to local florist prices but in all cases the Committee will consider costs and quality.

iv. The courtesies referenced in the guidelines with the exception of the Omega Omega Ceremony are extended only to Chapter members.

v. Each member and Soror will be responsible for contacting the President in case of an illness or death in her family. Such notification is also applicable during events of recognition and honor. Members are encouraged to send cards, visit or telephone sorors for personal courtesies

vi. An immediate family member is defined for the purpose of this policy as a spouse, son/daughter, parent, brother/sister, stepchild, step siblings, stepparent, parent-in-law, son/daughter-in-law, brother/sister-in-law, or grandparent/child

~~vii. The committee shall purchase a "get well" card for the following family members of financial sorors who are hospitalized: Mother, Father, Husband, Child, Sister, Brother, or Guardian~~

~~vii. In the case of the death of a financial soror's Mother, Father, Spouse, Child, Sister, Brother or Guardian, the Committee Chair or her designee shall do the following: send a resolution from Leesburg Alumnae Chapter and a donation of \$100.00.~~

~~viii. The committee shall send a card to the following family members of financial sorors who are convalescing at home due to an illness: Mother, Father, Husband, Child, Sister, Brother, or Guardian~~

~~viii. In the case of the death of a financial soror the committee chair shall do the following: send a floral arrangement and finance at least one meal for the family.~~

ix. In case of marriage of, or celebration of the 25th or 50th wedding anniversary of a financial soror, a gift not to exceed fifty dollars (\$50.00) will be given.

x. A fifty dollar (\$50.00) gift card will be given to the first born of a financial Soror. In the case of a multiple birth each child will be given a \$50.00 gift card.

b. Visiting Sorors for Special Occasions

i. A corsage or related courtesy will be extended to a member visiting the Leesburg Alumnae Chapter to fulfill a speaking engagement.

ii. In accordance with the Protocol and Traditions Manual, under General Policy, courtesies will be extended to visiting National and Regional officers.

c. Other Considerations

i. A courtesy shall be extended to all outgoing offices (i.e., plaques, certificates, gifts, or cards).

4. Coordinates all membership activities as mandated by National Membership Services Committee

5. Records and acknowledges 25 and 50 years membership in Delta Sigma Theta

Note: Each member and soror will be responsible for contacting the Membership Services chair, Vice President, in case of an illness or death in her family. Such notification is also applicable during events of recognition and honor. Members are encouraged to send cards, visit or telephone members for personal courtesies.

K. Nominating

1. The committee will consist of one (1) Chairperson and no more than four (4) members of the chapter.
2. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates.

L. Policies and Procedures

1. The Policies and Procedures Committee shall be responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary.
2. Chair and members of the committee shall be appointed by the President.
3. The Chair and members shall review annually the Chapter Policies & Procedures.
4. The Chair and members shall review, update, and submit the Chapter Rules of Order annually on or before June 30.
5. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
6. The committee shall establish a timeline for receiving, reviewing, and submitting proposed Policies and Procedures amendments in accordance with Amendments for Policies and Procedures section of this P&P.

M. Program Planning and Development

1. Provide leadership, focus and coordination for implementation of the Chapter's public service and internal development programs.
2. Maintain a repository of knowledge about the Sorority's national program thrusts and initiatives.
3. Develop a plan with committee chairpersons, programs and projects to be implemented.
4. Review feasibility and coordinate implementation of national initiatives.
5. Conduct a chapter-wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and to the Chapter.

a. Economic Development **

- i. The committee will address issues concerning financial planning, money management, consumer education, investments and employment opportunities.
- ii. The committee will provide programs to assist chapter members and the community to start the journey to financial independence and economic empowerment.

b. Educational Development **

- i. The committee will address issues concerning financial planning, money management, consumer education, investments and employment opportunities.
- ii. The committee will provide programs to assist chapter members and the community to start the journey to financial independence and economic empowerment.
- iii. The committee shall implement national and local programs that promote academic excellence and provide financial support to students within the Chapter's service area.
- iv. Delta G.E.M.S. (Growing and Empowering Myself Successfully): From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to

provide the frame-work to actualize those dream through the performance of tasks to develop goals leading to college and career

- v. The Special Olympics Subcommittee will:
 - 1. Communicate with District Coordinator of Special Olympics to determine the number of participants (Athletes, Coaches, and Volunteers).
 - 2. Purchase snacks and beverages.
 - 3. Set up and man the concession stand on the day of the event.
- vi. Adopt A School
 - 1. The Adopt A School subcommittee will identify the selected Title 1 school for adoption before the sororal year ends
 - 2. The Adopt A School subcommittee will keep the President informed and share school needs with the Program Planning and Development Committee and the President.
 - 3. The Adopt A School subcommittee will make delivery to the selected Title 1 school during the school year.

b. International Awareness and Involvement **

- i. Through international awareness and involvement projects, members of the chapter and the community will broaden their knowledge and understanding of nations other than their own, increase interest in international affairs, and aid in developing a greater appreciation for people of different background and cultures.
- ii. The chapter supports the continuation and expansion of the international awareness and involvement agenda.
- iii. It is the duty of the committee to recommend the chapter's fiscal support for the IAI Sustainability Plan.

c. Physical and Mental Health **

- i. The Physical and Mental Health committee develops and coordinates health and wellness.
- ii. This committee provides information and programs on physical health and mental well-being for the membership and the community.

d. Risk Management **

- i. The Chair of the Committee is the Risk Management Coordinator.
- ii. Ensure chapter administers all youth programs and initiatives consistently and in a manner that minimizes harm or injury to youth as well as mitigates the probability of the Sorority incurring liability.
- iii. Follow all national and regional guidance regarding compliance, reporting, and chapter accountability.

N. Protocol and Traditions

- 1. It is the duty of the Protocol and Traditions Committee to support the chapter with the implementation of rules, customs, structure and standards that codify the behaviors and arrangements which ensure the perpetuation of reverence and decorum in all Sorority ceremonies.

O. Ritual and Ceremonies

- 1. It shall be the duty of the Ritual and Ceremonies Committee to support the chapter with the implementation of any chapter ceremonies (Chapter Meeting, Omega Omega, Rededication, etc.)

2. Review the Sorority's ceremonies and ritual activities to ensure the chapter conducts the ceremonies in accordance with the current Ritual.

P. Scholarship

1. This committee is responsible for administering the scholarship program to maximize benefit to deserving students who aspire for a higher education.
2. Develop/recommend the scholarship criteria and the distribution of scholarship funds. (Note: If the chapter has specific scholarship criteria, requirements and selection procedures please detail in Appendix section).
3. Administer the scholarship program of the chapter by reviewing applications and making recommendations concerning the distribution of funds.

Q. Social Action

1. The Social Action Committee implements the chapter's Political Awareness and Involvement Thrust in the community and develops programs in accordance with the Grand Chapter's directions.
2. Increases the knowledge of current national, state and local issues so that every Delta is informed.
3. Encourages active participation as individuals in political activity; work to enact national and local legislation of particular interest to African Americans and women.
4. Promoting social activism, targeted advocacy, and ongoing education specific to current and evolving local, state, national and international issues are some of the focuses of the committee.

Section 2: Special/Ad-Hoc Committees

These are committees that have a specific purpose, usually with a time limit in which to complete their assignment. When the task is done, the committee business is completed and dismissed.

A. Elections Committee

1. The Chair and members of the committee are appointed by the President after the Call for Nominations has been issued.
2. The Chair and committee conducts and oversees the election process of the chapter.
3. The Election Chair receives the slate from the Nominating Chair.
4. The Election Chair and committee prepare the slate in the form of a sample paper ballot or electronic ballot for chapter at the meeting prior to the election.
5. 60 days prior to the slate being presented to the Chapter, Elections Committee meets to:
 - a. Establish/review rules for elections;
 - b. Determine the balloting method (paper, machines, electronic device)
 - c. Set location.
 - d. Set time to begin and end balloting.
6. 30 days prior to Election Day the committee presents this same information to the Executive Board, and then to the Chapter for approval and prints ballot.
7. Sets up location for balloting;
8. Oversees the signing in of those eligible to vote and monitors the voting process.
9. Ensures the balloting starts and ends at the designated time.
10. Advises the Presiding Officer of the end of balloting.
11. Announces the election result.

B. Minerva Circle

1. **Leader**

The duties and responsibilities of the Leader of the Minerva Circle are detailed in the Membership Intake Program.

2. Minerva Circle Members

- a. The duties and responsibilities of the members of the Minerva Circle are detailed in the Membership Intake Program.
- b. Members are eligible to serve on this committee according to the criteria established in the Administrative Procedures for Membership Intake.
- c. At the conclusion of membership Intake, the Minerva Circle is dissolved.

C. Founders Day Committee

1. Plan and coordinate the program to honor the Founders of the Sorority between the months of January and March of each year.
2. Celebrations and other related activities (eg. Responsible for coordinating The Rededication Ceremony) will be in keeping with the occasion.

D. May Week

1. Plan, develop and implement a program stressing higher education and academic accomplishment during the month of May each year
2. Works in partnership with other chapter committees to execute and plan the May Week events

ARTICLE V: MEETINGS

Section 1: Executive Committee Meetings

- A. Will be called and scheduled by the President, as needed.

Section 2: Executive Board Meetings

- A. Will be held on the Monday before the first (1st) Saturday for the months of September through June.
- B. Meetings will start promptly at 6:30 p.m.
- C. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.

Section 3: Chapter Business Meetings

- A. Will be held on the second (2nd) Saturday for the months of September through June.
- B. Meetings begin promptly at 10:00 a.m.
- C. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.

Section 4: Committee Meetings

- A. Will be called and scheduled by the committee chairperson.

Section 5: Call Meetings

- A. The President or written majority of the Executive Board may schedule call meetings, as necessary.
- B. The chapter shall hold call meetings as deemed necessary.
- C. Call meetings shall have a stated purpose and no other business shall be conducted except the stated purpose. The chapter shall be given prior written notice of at least ten (10) days.

Section 6: Notifications

- A. Corresponding Secretary and/or Recording Secretary will notify chapter members of chapter business meetings and other notifications as deemed by the President.
- B. Executive Board members are required to notify President (or designee) of absences from Executive Board and chapter business meetings 24 hours before the meetings.

Section 7: Chapter Meeting Business Attire

- A. In accordance with the current edition of the Protocol and Traditions Manual, under Proper Attire, business attire is required for business meetings.

Section 8: Electronic Meetings and Communications

- A. The Executive Board, Executive Committee, and chapter committees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting.
- B. All communication may be sent electronically in accordance with the Delta Technology Guidelines.

ARTICLE VI: QUORUM

Section 1: Definition

A **quorum** is the minimum number of members who must be present at the meeting for business to be validly transacted.

Section 2: Executive Board Meetings

A quorum shall consist of **(30%)** of Executive Board members. Percentage must be greater than or equal to 30%.

Section 3: Chapter Business meeting

A quorum shall consist of **(30%)** of chapter members. Percentage must be greater than or equal to 30%. (A quorum is not required to begin the ceremonial opening, but no business can be conducted without a quorum.)

Section 4: Committee meeting

A quorum shall consist of **(30%)** of committee members. Percentage must be greater than or equal to 30%.

ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY

Section 1: National Document Retention Policy

- A. The Chapter will adhere to the guidelines of the Sorority's Record Retention and Destruction Policy per the Chapter Management Handbook, with acknowledgement that no records are to be destroyed when the Sorority is in litigation.
- B. Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium.
- C. Records should always be stored in a secure location in cabinets, containers or other airtight storage spaces that will preserve the quality of the records. Records containing confidential information, such as member records, financial data, and credit card information for example should be kept under lock and key or in restricted area with limited access.
- D. Paper records should be scanned and converted to electronic records, whenever possible. Electronic records require less storage space and are readily accessible. Electronic records should be backed up

to external drives (unless otherwise specified) to ensure a minimal loss of data in the event of hard drive failure, theft or other loss of the original data.

- E. The retention timeframe will depend on the record type. Records designated as permanent should not be destroyed.

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

- A. The Leesburg Alumnae Chapter fiscal officers will follow the directives as defined in the current version of the Fiscal Officers Manual.

Section 2: Local Dues

- A. **Local Chapter Dues** – Members will be responsible for local dues according to the established fee voted upon by the chapter members.
 - a) Local chapter dues will be \$200.00 per sorority year (July 1st to June 30th).
 - b) Local and National dues are due and payable from January 1st – March 31st
 - c) Golden/Diamond Life members shall:
 - 1. Pay local chapter dues and current per capita fee
 - 2. Not pay annual Grand Chapter dues
 - 3. Not pay late and/or reinstatement fee

Section 3: Collegiate Sorors

- A. With appropriate documentation, local chapter dues will be waived for Sorors their first immediate year after graduating from a college or university. The Soror will be considered a member of the chapter once National dues are received and receipted at National Headquarters.
 - 1. Example 1: Soror Jane graduates from University of Service in December 2014. Soror Jane's dues with Leesburg Alumnae Chapter will be waived until March 2016. Her national dues must still be paid to National Headquarters.
 - 2. Example 2: Soror Kate graduates from University of Anywhere in March 2014. Soror Kate's local dues with Leesburg Alumnae Chapter will be waived until March 2015. Her national dues must still be paid to National Headquarters.

Section 4: Unconsumed Dues

- A. New initiates or other chapter members who graduate or transfer after paying dues can have the unconsumed portion of their dues transferred to their new chapter.
- B. Chapters are required to transfer unconsumed dues to a Soror's new chapter when requested by the Soror in writing.

Section 5: Transfer of Dues

- A. In order to transfer dues, the member requesting the transfer must complete the member information and former chapter section of the Dues Transfer Form.
- B. The chapter will follow steps detailed in the transfer of dues / unconsumed dues section outlined in the Fiscal Officers Manual.
- C. In the event a collegiate member who graduated in December immediately joins Leesburg Alumnae, her dues are waived for the remainder of the business year.
 - 1. She can request that her unconsumed dues from the collegiate chapter be transferred to the Leesburg Alumnae. Those funds must be kept separate from the chapter's operating funds. If the Alumnae Chapter waives local dues for a collegiate graduate for the current sorority year, unconsumed dues may NOT be requested.

2. A line item is added on the financial report as a liability and the chapter cannot use those funds until they are transferred out or the time has expired in six (6) months.
 3. Then the funds can be used in the operating budget or for the new sorority year when the Soror will be required to pay chapter dues.
- D. Graduating Sorors have 6 months from their time of graduation to request a transfer of dues. After six (6) months, the chapter can transfer the funds to their operating account.
- E. When a Soror transfers dues to Leesburg Alumnae, upon acceptance of the unconsumed dues, the Chapter Financial Secretary shall contact national Information Systems at Delta Headquarters to have the Soror's information added to the online roster for Leesburg Alumnae and advise the Treasurer.

Section 6: Travel Policy

A. Travel Policy for National Convention and Regional Conference Delegates

The travel policy for the voting and alternate delegate is:

1. Transportation
 - a. Personal Vehicle Mileage / Gas
 - i. Automobile transportation at the going federal government rate for use of a personal car up to \$350.00.
 - b. Air Travel / Bus Travel / Rail Travel
 - i. Round-trip coach airfare or train fare based on having made advanced reservations at least one month in advance of the trip
 - c. Parking / Ground Transportation
 - i. Ground transportation to and from the airport to a maximum of \$100.00 per person.
 - d. Rental Car
 - i. Rental car expenses require receipts for reimbursement.
 - ii. Reimbursement includes the cost of a full-size rental car, tolls and gas.
 - iii. Maximum reimbursement for the total above is \$350.00
 - iv. If two (2) or more delegates/representatives travel to the same event, one reimbursement is for one (1) full-size rental vehicle.
2. Lodging
 - ~~a. Single Occupancy~~
 - ~~i. Half the room rate for hotel accommodations~~
 - ~~b. Double Occupancy~~
 - ~~i. Half the room rate for hotel accommodations~~
 - a. Voting delegate
 - i. Full payment for all hotel accommodations
 - b. Alternate delegate
 - i. Half the room rate for hotel accommodations
3. Registration fees
 - a. 100% of Registration fees
4. Meals
 - a. Meals not to exceed \$50.00 per day

B. Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives

The travel policy for chapter representative(s) to state meetings:

1. Transportation
 - a. Personal Vehicle Mileage / Gas
 - i. Automobile transportation at the going federal government rate for use of a personal car up to \$350.00.
 - b. Air Travel / Bus Travel / Rail Travel
 - i. Round-trip coach airfare or train fare based on having made advanced reservations at least one month in advance of the trip
 - c. Parking / Ground Transportation
 - i. Ground transportation to and from the airport to a maximum of \$100.00 per person.
 - d. Rental Car
 - i. Rental car expenses require receipts for reimbursement.
 - ii. Reimbursement includes the cost of a full-size rental car, tolls and gas.
 - ii. Maximum reimbursement for the total above is \$350.00
 - iv. If two (2) or more delegates/representatives travel to the same event, one reimbursement is for one (1) full-size rental vehicle.
2. Lodging
 - ~~a. Single Occupancy~~
 - ~~i. Half the room rate for hotel accommodations~~
 - ~~b. Double Occupancy~~
 - ~~i. Half the room rate for hotel accommodations~~
 - a. Voting delegate
 - i. Full payment for all hotel accommodations
 - b. Alternate delegate
 - i. Half the room rate for hotel accommodations
3. Registration fees
 - a. 100% of Registration fees
4. Meals
 - a. Meals not to exceed \$50.00 per day

C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives

The travel policy for chapter representative(s) at other national / regional meetings is:

1. Transportation
 - a. Personal Vehicle Mileage / Gas
 - i. Automobile transportation at the going federal government rate for use of a personal car up to \$350.00.
 - b. Air Travel / Bus Travel / Rail Travel
 - i. Round-trip coach airfare or train fare based on having made advanced reservations at least one month in advance of the trip
 - c. Parking / Ground Transportation
 - i. Ground transportation to and from the airport to a maximum of \$100.00 per person.
 - d. Rental Car
 - i. Rental car expenses require receipts for reimbursement.
 - ii. Reimbursement includes the cost of a full-size rental car, tolls and gas.
 - iii. Maximum reimbursement for the total above is \$350.00

- iv. If two (2) or more delegates/representatives travel to the same event, one reimbursement is for one (1) full-size rental vehicle.
- 2. Lodging
 - ~~a. Single Occupancy~~
 - ~~i. Half the room rate for hotel accommodations~~
 - ~~b. Double Occupancy~~
 - ~~i. Half the room rate for hotel accommodations~~
 - a. Voting delegate
 - i. Full payment for all hotel accommodations
 - b. Alternate delegate
 - i. Half the room rate for hotel accommodations
- 3. Registration fees
 - a. 100% of Registration fees
- 4. Meals
 - a. Meals not to exceed \$50.00 per day

D. Advancements and Reimbursements

- 1. Upon request, the chapter will advance/reimburse the approved chapter representatives for approved meetings for any of the applicable expenses registration, travel, per diem etc. in accordance with the chapter travel policy.
- 2. Any funds unconsumed must be returned to the chapter within 30 days of event close.
- 3. Registration fees and half the room rate for hotel accommodations may be advanced via chapter check prior to the trip.
- 4. The following expenses will be reimbursed via chapter check after the trip: airfare, automobile transportation, ground transportation, and meals.

Section 7: Purchase Order/Reimbursement Expense Voucher

- A. Refer to current issue of the Fiscal Officer's Manual for guidelines and chapter requirements.
- B. The Purchase Orders (P. O.'s) are used along with the expense voucher to notify the chapter of a purchase intended to be made. The expense has been documented in the appropriate committee budget. This includes travel and/or accommodations for conferences, etc. contracts/deposits for events, or more costly expenses.
- C. It is the responsibility of the Committee Chair of the event to ensure the P.O. has been completed, submitted and approved before any necessary deadline.
- D. All chapter members are responsible for completing a voucher signed by the appropriate committee chair and chapter officers. D. Receipts for approved expenses are required and must be attached as documentation for reimbursement.
- E. Expenses are reimbursed if:
 - 1. the activity is in support of a chapter program
 - 2. it is included in an approved budget or approved by the chapter
 - 3. its approved by the committee chair
 - 4. the benefit of the expense accrues to the chapter
 - 5. it would not have been incurred were it not for the chapter program.
- F. Expenditures should NOT exceed the committee's approved budget allocation for a given purchase.
- G. All committee vouchers must first be signed by the committee chairperson and then forwarded to the President for signature prior to any fund disbursement.
- H. When the Committee Chair is the Soror making the request for reimbursement, no additional committee member signature is required. The chair, president and treasurer still sign as their role.
- I. When Funds are expended by individual members for official business, vouchers must be prepared for

the refunding of funds with receipts before the Treasurer is able to officially write a check.

- J. All disbursements must be supported by an approved voucher with original receipts. Receipts should not include personal expenses.
- K. Vouchers are approved by a committee chair and the President. The requester must complete the voucher with the date, name and address of payee as well as reason for the request. The chapter budget should be checked prior to issuing the check. The Treasurer documents the check number; date the check is issued and the amount on the voucher and check register. Two signatures are required on all checks. Checks should not be payable to cash and blank checks should never be signed.
- L. When there is a request for an expenditure of funds or a refund for an approved expenditure and this request occurs after the most recent scheduled meeting and payment is needed before the next meeting, the request for same must be approved by the Chapter president. If approved, The President will instruct the Treasurer to write the check for the approved expenditure(s). The Treasurer documents the check number, date the check is issued and the amount on the voucher and check register.

Section 8: Method of Payment

- A. Payment of dues may be in cash, personal checks, money orders or cashier's checks. **Ten (10)** days prior to the due date, all payments will be remitted in certified funds in the form of a cashier's check or money order. When chapters are remitting dues and fees to the Finance Department at National Headquarters, they must use the Echeck system in the Red Zone.
- B. Merchant accounts and/or electronic payment systems may be used as an alternate payment method for committee activity and dues. **(Note: The inclusion of merchant accounts must have chapter approval)**
 - 1. The Chapter will ensure adherence to the newly revised Fiscal Officer's Manual for related merchant and/or electronic payment system accounts.
 - a. PayPal can be used as an alternate payment method for committee activity and chapter dues payment. The chapter will ensure adherence to the newly revised Fiscal Officer's Manual for related PayPal business accounts.
 - I. The account shall be set up in the name of Leesburg Alumnae Chapter, Delta Sigma Theta Sorority, Incorporated with the chapter President being the owner.
 - II. User accounts shall be set up for the Treasurer, and Financial Secretary.
 - III. All statements and correspondence regarding the account should be mailed to the chapter's official mailing address. P.O. Box 491856, Leesburg, FL 34749-1856.
 - IV. All funds received must be credited to the account of Leesburg Alumnae Chapter.
 - V. The chapter shall establish an email account specifically for the electronic payment account.
 - VI. Separate Login IDs and Passwords shall be established for the President, Treasurer, and Financial Secretary. The email account is that of the President and must be monitored at least every other day.
 - VII. The fees to use PayPal will be passed on to members, Sorors, and non-members who use this service
 - 2. In accordance with the vendor's guidelines, the fees to use merchant accounts and/or electronic payment systems may be passed on to individuals who use these methods.
 - 3. [A procedure for transferring ownership of the merchant accounts due to changes in chapter leadership \(transition of officers\) is hereby created and added to the chapter's policies and procedures. The process for the Leesburg Alumnae Chapter is in accordance with the "Chapter Transfer of Ownership Policy" referenced in the Fiscal Officers Manual.](#)

Section 9: Unconsumed Funds: Year End Reconciliation

- A. Upon reconciliation of chapter finances, elected officers and appointed committee chairpersons may request additional funds.
- B. Purchases not previously allocated will be presented for consideration through existing fiscal practices detailed in the Chapter's Policies and Procedures. The policy of the Leesburg Alumnae Chapter is:
 - 1. At the end of the fiscal year, the Budget and Finance Committee will consider the financial needs and programs of the chapter and make recommendations to the chapter for budget modifications based on the unconsumed funds. Ensure that the chapter is within the 35% of non-member gross receipts.
- C. In the event of an emergency and the chapter is not in session, the Executive Committee will review and approve allocations to be approved by the chapter at the next chapter meeting.

Section 10: Insufficient Funds or Returned Checks Policy:

- A. The chapter will use the United States Postal Service, electronic mail, and other methods to contact the chapter member/patron involved to obtain funds for the returned check.
- B. Contact will be made as often as necessary to receive remittance for return checks.
- C. A member will reimburse the chapter for the insufficient funds fee charged by the bank to the chapter with certified funds including the original check amount.
- D. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.

Section 11: Fundraising

- A. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.
- B. The Financial Secretary or Assistant Financial Secretary must collect money on behalf of fundraising committee.
- C. After any major activity, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report shall be presented to the chapter.

Section 12. Budgeting

A. Timing and Process

- 1. Budgets must be submitted by Officers and Committee Chairpersons no later than March 31st.
- 2. When no budget is submitted, the Budget and Finance Committee shall use its discretion in allocating a budget for that Committee/Officer.

B. Chapter Approval

- 1. The budget must be presented to and approved by the chapter no later than May of each year.
- 2. No Committee can exceed its budget without written approval from the Executive Board. If time does not permit or in the case of an emergency approval from the Executive Committee must be obtained.

Section 13: Additional Fiscal Policies and Procedures

The chapter must adhere to the guidelines as specified in the current version of the Fiscal Officers Manual regarding but not limited to the following areas:

- A. Step Show Policy
- B. Bonding
- C. Membership Intake

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions

- A. Each Soror seeking an elected office or position in the **Leesburg Alumnae Chapter** shall meet the eligibility criteria as defined in the chapter Policies & Procedures.
- B. A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place.
- C. If elected, the officer, chair, or committee member shall maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30th of the current sorority year.
- D. Eligibility requirements must be listed here. President and Vice President must have attended at least one of the past three (3) National Conventions and one of the past three (3) Regional Conferences, or combination thereof prior to her nomination.
- E. Complete and turn in to the Nominating Committee Chair or designee a The LAC Delta Profile Application at the designated time established by the committee for all candidates.
- F. The LAC Delta Profile Application may be obtained from the Nominating Committee Chair or designee, Members Only Section of Chapter Website, or other platform as approved by the chapter.
- G. Members of the Nominating Committee who decide to run for an elected position must resign from the committee **before** the “Call for Nominations” is issued.
- H. If a member of the Nominating Committee desires to serve on the chapter’s Minerva Circle as an officer or in an elected position, she must recuse prior to the Call for Nominations.

Section 2: Nominations of Chapter Officers and Elected Positions

- A. The Nominating Committee initiates the “Call for Nominations”.
- B. The LAC Delta Profile Application will be available at that time of the call for nominations and must be completed by all who are interested in being nominated.
- C. All nominations shall be presented in writing using The LAC Delta Profile Application and shall be submitted to the nominating chair by the established committee deadline for all candidates.
- D. The LAC Delta Profile Application must be received by the nominating committee via the nominating committee e-mail or the approved submission format for all candidates by the establish deadline.
- E. The committee will develop the slate of candidates for chapter officers and elected positions utilizing the criteria set forth in the chapter’s Policies and Procedures.
- F. The Nominating Committee confirms the candidate’s eligibility with chapter Financial Secretary, Treasurer and Chapter President.
- G. If a member is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both.
- H. The office/position she does not accept will be treated as a vacancy and the chapter will follow the procedures for “Filling Vacancies”.
- I. The call for nominations shall include the following elected officers.
 1. Chapter President
 2. Vice President
 3. Recording Secretary
 4. Corresponding Secretary

5. Financial Secretary
 6. Treasurer
 7. Assistant Financial Secretary
 8. Assistant Treasurer
- J. The call for nominations shall include the following elected positions:
1. Chair, Nominating Committee
 2. Nominating Committee Members; no more than eight (8) members.
 3. Chair, Internal Audit Committee

Section 3: Timeline for Nominations of Chapter Officers and Elected Positions

- A. The timeline for nominating and elections is as follows:
1. **November**
 - a. Meet to establish rules and timelines.
 2. **December**
 - a. Present information on positions, with detailed roles & responsibilities, and application and scoring rubric to Executive Board
 3. **January**
 - a. Present same information to Chapter for vote; distribute Call for Nominations; and accept applications.
 4. **February**
 - a. Review applications; and seek applicants for unfilled positions.
 5. **March**
 - a. Present Slate to Executive Board for information only
 6. **April**
 - a. Present Slate to Chapter, open floor for nominations.
 - b. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections.
 - c. Campaigning Begins

Section 4: Campaigning

Note: If the chapter P&P does not specify campaign guidelines all campaign guidelines must receive the vote of the chapter prior to implementation for each election.

The Nominating Committee shall organize, oversee, implement, and monitor all campaign activities.

- A. *Slated candidates may officially begin campaigning immediately after the chapter meeting in which the slate is announced/presented.*
- B. *Slated candidates must end all campaign activities 30 minutes prior to the launch of the election ballot.*
- C. *Campaigning is restricted to within the sorority.*
- D. *If a candidate is recognized, all slated candidates MUST be recognized at chapter events, meetings, functions.*
- E. *Candidate forums are allowed and coordinated under the direction of the Nominating Committee.*
- F. *Candidates may host meet and greet or reception events, which are social occasions to welcome and interact with members.*
- G. *Campaign donations and expenditure shall not exceed a total of \$150.00.*
- H. *Candidates may accept contributions from Deltas and non-Deltas.*
- I. *Once a candidate has reached the donation limit, she must stop accepting monetary and in-kind donations.*
- J. *Candidates are encouraged to use the "bcc" (blind carbon copy) option when sending campaign communication. This allows each recipient to only see their email address.*

- K. Chapter leadership contact email addresses on chapter, regional or national websites, that are available to the public, may be used by candidates for the purpose of sending campaign material.
- L. Candidates may use member directories of the chapter to campaign.
- M. Email addresses must not be connected to the candidate's business/work or official role in the Sorority.
- N. Candidates must adhere to and abide by the Delta Technology Guidelines. Any violation of the Delta Technology Guidelines will result in the candidate being disqualified. Refer to the complete guidelines on the Corporate website, which is available here: [Delta Technology Guidelines](#)
- O. Candidates are not required to seek permission for photographs used in their campaign, either in print or electronic form (e.g., email, video, website, etc.).
- P. Candidates, who use pictures of others, MUST include the following disclaimer on all campaign materials (websites, emails, videos, flyers, postcards, ads, etc.) whether or not the candidate has or has not received permission to use an individual's photograph:

Disclaimer: The use of a photograph on my campaign literature does not imply an endorsement. Images are intended only to demonstrate actual events that occurred and interactions between individuals photographed.
- Q. All campaign material (websites, email, campaign literature, videos, etc.) MUST contain a disclaimer:

Disclaimer example: © 2021 Jane Violet Jones. Content should not be copied without permission or shared on social media.

Section 5: Procedure for Reporting Allegations of Violations

- A. Any chapter member may report an alleged campaign violation.
- B. The decision to disqualify or not to disqualify an applicant or candidate rests with the Chapter Nominating Committee.
- C. The candidate may report the decision to the Regional Director, Regional Representative and Member of National Scholarship & Standards for review to uphold or not to uphold the decision of the chapter Nominating Committee to disqualify an applicant or candidate.
- D. An alleged violation is reported in writing to the Chair of the Nominating Committee.
- E. Any alleged violation that occurs must be reported within 48 hours of discovery.
- F. The Chair of the Nominating Committee must reply in writing to the reporter acknowledging receipt of the allegation within 48 hours.
- G. Based upon an initial investigation conducted by the Chair and Members of the Nominating Committee, the Chair of the Nominating Committee will notify the applicant/candidate of the allegation.
- H. The applicant/candidate may submit a written statement and supporting documentation to the Chair of the Nominating Committee within 72 hours of notification of alleged violation.
- I. The Chair of the Nominating Committee will notify the applicant/candidate of her disqualification or reinstatement as an applicant/candidate.
- J. If the applicant/candidate is disqualified, then her campaign is ended.
- K. The Regional Director, Regional Representative and Scholarship & Standards member will either uphold the disqualification or overturn the Nominating Committee's recommendation to disqualify the applicant/candidate.
- L. The Regional Director, Regional Representative, and Scholarship & Standards member will inform the candidate with a copy to the Chair of the Nominating Committee.

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- The Chair of the Nominating Committee will notify the applicant/candidate of her disqualification or reinstatement as an applicant/candidate.
- If the applicant/candidate is disqualified, then her campaign is ended.
- The Regional Director, Regional Representative, Scholarship & Standards member shall either uphold the disqualification or overturn the Nominating Committee's recommendation to disqualify the applicant/candidate.
- The Regional Director, Regional Representative, and Scholarship & Standards member shall inform the candidate with a copy to the Chair of the Nominating Committee.

Section 6: Nominations of Chapter Minerva Circle

- A. If the chapter votes to proceed with the Membership Intake Process, the chapter shall elect the members of the Minerva Circle in accordance with the current Administrative Procedures for Membership Intake.

Section 7: Elections

A. Election day procedures and timeline

1. Election of Officers and Elected Positions shall take place at the May Chapter Meeting.
2. Chapter voting shall begin at a designated time on the chapter meeting agenda.
3. The Chair and Members of the elections committee shall issue the ballot to those members eligible to vote.
4. Only one ballot shall be given to the eligible member during the time designated on the meeting agenda.

B. Voting guidelines

1. The chapter vote must be by secret ballot, so each member will be instructed to go to a designated area to vote and return to their seats.
2. Only the Elections Chair and committee can distribute, collect, and tally ballots.
3. Winners are determined by majority vote.
4. Majority Vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for a majority).

C. Re-balloting

1. If re-balloting is necessary, it shall take place immediately during the same chapter meeting in which the election occurred. A quorum must be present in order to re- ballot.

Section 8: General Voting Guidelines

- A. Refer to the current version of the Chapter Management Handbook for additional voting guidelines.
- B. The election of officers and elected positions must be by majority vote of the members present and voting during the May meeting.
- C. Voting on all issues not requiring a secret ballot will be by the raising of the “vote card” or electronic voting devices. (Note: Chapter may only use electronic voting if the electronic voting procedures have been approved by the chapter and included in the chapter Policies and Procedures).
- D. The Sgt-At-Arms does not assist with the counting of votes. Vote counting is the responsibility of the Recording Secretary and her assistants. The chapter should add assistant secretaries and not assistants Sgt-At-Arms if support is needed with vote counting. Additionally, the chapter may utilize use electronic methods to tally votes.
- E. It is the duty of the Elections Committee to conduct all balloting for Membership Intake and the Election of Officers. The Sgt-At-Arms may assist with the admittance of people into the chapter meeting but may not assist with the validation of eligible voters or any part of the election process.

Section 9: Electronic Voting

- A. If the chapter is using a voting machine or electronic device, the Election Committee should confirm the printing of the ballot, to make certain that the names and positions are spelled and placed correctly.
- B. If the chapter requires the use of a ballot machine or electronic voting during its election process, the process for use needs to be included in the Policies and Procedures.

Section 10: Election Reporting

- A. Votes will be tallied by the Elections Committee and results will be announced prior to the formal closing of the meeting in which elections take place.
- B. The Chair presents the elections report.
- C. The Presiding Officer announces the results of the election and introduces the officers for the upcoming biennium.
- D. The Recording Secretary is given a copy for the minutes.
- E. Destruction of Ballots
 - a. After completion of an election or balloting on a motion, the elections committee places the ballots and tally sheets in the custody of the recording secretary, who keeps them under seal until the close of business of the next regularly scheduled chapter meeting.
 - b. Any challenges to the election results must be presented in writing to the chapter president, elections committee chair and regional director before the close of business at the next regularly scheduled chapter meeting.If an election challenge is presented the ballots may not be destroyed until written permission is received by the Regional Director.

Section 11: Special Elections

- A. The Minerva Circle is elected at a special election prior to Membership Intake of the chapter using guidelines in the Administrative Procedures for Membership Intake.
- B. The Regional Director must be consulted and provide approval for all special elections for elected officers and elected positions.
- C. Special elections cannot supersede the filling vacancies policy of the chapter.

ARTICLE X: INSTALLATION OF OFFICERS

Section 1: Guidelines for Installation of officers

- A. The ritualistic installation ceremony will be conducted during the final chapter meeting of the Sorority year.
- B. All outgoing officers, positions, and committee chairs will pass over the tools of their office to the incoming officer assuming those duties, with completion of transition of officers by July 1st.

ARTICLE XI: TRANSITION OF OFFICERS

Section 1: Procedures for conducting transition

D. Timing

1. The period between elections and assumption of duties for new officers is the start of the transition period.
2. The outgoing officer has sole responsibility of closing out all chapter requirements for compliance and submitting all paperwork to National Headquarters.
3. The incoming officer is a participant in all chapter related administrative activities.

E. Coordination

1. Transition of officers will follow procedures as outlined by the National Scholarship and Standards Committee in the Chapter Management Handbook.

ARTICLE XII: MEMBERSHIP INTAKE

Section 1. Membership Intake Process

The Membership Intake Process shall be as defined in the current versions of the Administrative Procedures for Membership Intake (APMI) and the Membership Intake Program (MIP).

Section 2: Minerva Circle

A. Handling Minerva Circle Members with Relatives as Applicant

The handling of applicants with relatives on the Minerva Circle shall be as defined in the current versions of the Administrative Procedures for Membership Intake (APMI) and the Membership Intake Program (MIP).

B. Filling Vacancies

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.
2. In the event The Leader of the Minerva Circle position becomes vacant the president shall replace the LMC with a current trained member of the Minerva Circle.

C. Frequency

1. The chapter shall vote to proceed or not proceed with membership Intake.
2. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake.
3. If a chapter decides at a later point and time to rescind its vote to conduct membership intake, the motion to rescind must pass by a two-thirds (2/3) vote of those members present and voting on the motion.

ARTICLE XIII: CHAPTER REPRESENTATION

Section 1: National Convention and Regional Conference Delegates

- A. The Chapter President will serve as the voting delegate for National Convention and Regional Conference.
- B. The Chapter shall vote on the Alternate Delegate.
- C. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate; the chapter will vote on the Alternate Delegate to the National Convention and Regional Conference.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.

Section 2: Delta State Meetings, Delta Days at State, and other State Meetings Representatives

- A. Delta Days at State - The Chapter President or her designee will serve as representatives of the chapter
- B. State Cluster: The Chapter President or her designee will serve as representative for state cluster meetings.
- C. Other State and Local Meetings: The Chapter President or her designee will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the Region or State.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.

Section 3: DDNC, DDUN and other National/Regional Meetings Representatives

- A. Delta Days in the Nation's Capital - The President or her designee will serve as representatives of the chapter.
- B. DDUN –Chapter President or her designee will serve as representative of the chapter.
- C. Other National Meetings: The Chapter President or her designee will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the National or Regional Meeting.

Section 4: Order of Succession

- A. If the President is unable to attend a National Convention or Regional Conference the replacement will be determined by order of succession Vice President, Recording Secretary, Treasurer, Corresponding Secretary then Financial Secretary.
- B. If the President is unable to attend meetings as the chapter representative, she shall follow the order of succession for events in which the chapter funds cover the expenses.
- C. After exhausting order of succession, she may appoint the chapter representative from the membership.

ARTICLE XIV: MEMBERSHIP VERIFICATION PROCEDURES

- A. The chapter will adhere to the Chapter Management handbook when conducting on-site verifications of membership.

ARTICLE XV: INTERNET AND EMAIL POLICIES

- A. The chapter will adhere to the Chapter Management handbook, Delta Technology Guidelines and the Delta Style Guide for Internet Policies and Procedures.
- B. In addition to those outlined in the Chapter Management Handbook, Delta Internet Guidelines, and the Delta Style Guide, Leesburg Alumnae Chapter will observe the following practices to maintain confidential electronic communications:

1. The chapters' website "Members Only" section username and password will be changed every business year, July 1st to June 30th by the chapter President
2. A signed release from all legal guardians must be obtained for children/youth featured in chapter related photographs displayed on the website.
3. The Leesburg Alumnae Chapter's website may include calendar of events, such as chapter public service events, fundraisers, Sorority meetings and committee meetings. Rush dates may be included after being approved by the Regional Director. Chapter contact info may be included.
4. The chapter website may not include membership contact information.
5. Information for prospective members should be directed to the National Website via hyperlink.
6. Social media sites (such as Facebook pages and Twitter) can be used to promote public Delta programs provided the chapter President approves the planned promotion.
7. If the social media allows guests to post comments, the Chapter President will assign the social media manager responsibilities associated with the monitoring and maintenance of hyperlinks or website polls.
8. Rush activities may not be included on social media sites.

C. Chapter Email Accounts

1. The chapter may maintain email accounts for chapter officers and committee chairs.
2. Each chapter email account may be used by the member who holds the designated office or chair.
3. Each chapter email account's password will be changed at the conclusion of each sorority year, currently June 30th
4. If a member leaves office or chair, the corresponding chapter email account password will be changed no later than the last day the member holds the position.

ARTICLE XVI: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES

Section 1. Procedures and Timing for Policies and Procedures Changes

- A. The Policies and Procedure Committee will monitor and review the chapter's Policies and Procedures throughout the year to identify necessary updates or revisions to be recommended to chapter members.
- B. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
- C. When proposed recommendations are received from chapter members, the P&P Committee members will analyze them and determine if the proposals will effectively improve chapter functioning.
- D. The Policies and Procedures may be amended by a two-thirds (2/3) vote of members present and voting assembled at a regular meeting.
- E. Members must receive 30 day written notification to vote on amendments to the chapter P&P.
- F. The proposed amendments shall be presented to the Executive Board prior to being voted on by the chapter at a regularly scheduled chapter meeting.
- G. The timeline for chapter P&P updates and approval is as follows:
 1. **July – August**
 - a. Policies and Procedures Chair appointed by President.
 - b. Chapter members volunteer for/appointed to Policies and Procedures Committee.
 2. **September – November**
 - a. Policies and Procedures Committee convenes to review current Rules of Order Form, Policies and Procedures, Chapter Minutes, and any policy changes from Grand Chapter.
 - b. Policies and Procedures Committee educates chapter members on Policies and Procedures and Rules of Order content and timeline.
 - c. Policies and Procedures Committee invites chapter members to submit proposed changes and indicates timeline.

3. **November – January**
 - a. Policies and Procedures Committee meets to review and prepare all proposed amendments
4. **February**
 - a. Policies and Procedures Committee reviews and discusses proposed amendments at Executive Board meeting
5. **March**
 - a. Policies and Procedures Committee reviews and discusses proposed amendments at chapter meeting
6. **April – May**
 - a. Policies and Procedures Committee follows the process for review and Chapter approval as described in the Policies and Procedures.
 - b. Chapter is given written prior notice for review, and then approves by a two-thirds (2/3) vote at the chapter meeting.
7. **June**
 - a. President and/or Policies and Procedures Committee submits the Rules of Order Form annually by June 30th
 - b. President and/or Policies and Procedures Committee submits Policies and Procedures, if changed, by June 30th

Section 2. Effective Date

- A. The Rules of Order and Policies and Procedures are submitted to the Regional Member of the National Scholarship and Standards Committee (S&S) and become effective upon receipt of approval from S&S.
- B. The chapter members must receive the updated documentation within sixty (60) days of the S&S approval.

ATTACHMENTS: ALL FORMS USED BY THE CHAPTER must be given to chapter members.

1. Chapter Rules of Order Form
2. Scholarship Application (Jot Form)
3. Criteria and additional scholarship information
4. Scholarship Assessment Form
5. Scholarship Assessment Summary Form
6. Chapter Vouchers/Check Request Copy of Travel Expense Report
7. Chapter Policies and Procedures Recommendation Form
8. Voting on Adoption of Policies and Procedures
9. Chapter and Committee Meeting Minutes Forms
10. Call for Nominations Form
11. Candidate Application for Office/ LAC Delta Profile Application
12. Ballot Tally Form
13. Elections Committee Report Form
14. Election Script Form for the Presiding Officer
15. Budget Amendment Form